

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE

DRIVERS LICENSE HEARING OFFICER

DEFINITION

Counsels violators of motor vehicle laws; conducts hearings and adjudicates appeals of driver license revocation, suspension or probation; documents facts, proceedings and decisions; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Conducts quasi-judicial hearings of appeals resulting from citations under motor vehicle laws, according to established procedure, by evaluating individual driving histories and recommending suspension, revocation, probation, or other appropriate remedies to correct improper driving habits.

Conducts informal settlement hearings with persons whose driver's license has been suspended, revoked, cancelled or denied.

Evaluate the driving records for accidents and/or convictions of young drivers in the Graduated Driver License Program to ensure that remedial action is appropriately imposed.

Interviews persons cited under motor vehicle laws to determine the circumstances and charges associated with the violation.

Investigates charges and motorist's driving record to ascertain facts and other pertinent information preliminary to consultations and hearings.

Counsels motorists to assess attitudes, physical, and mental qualities to determine appropriateness of probation, suspension, revocation, or restrictions.

Makes decisions relative to revocation of license, suspension, or probation by analyzing information obtained during interviews or at hearings.

Prepares reports containing information obtained in conferences and appeal proceedings to document decisions.

Oversees and supports driver's license services delivered by county treasurers as mandated by Chapter 321M, Code of Iowa. Alerts county treasurers of problems that have occurred or are anticipated.

COMPETENCIES REQUIRED

Knowledge of U.S. and Iowa motor vehicle laws, rules, and regulations, including safety responsibility, highway safety, and driver education.

Knowledge of the rules of evidence as they pertain to the administrative hearing process.

Knowledge of departmental policies and procedures pertaining to driver's licensing and motor vehicle laws.

Knowledge of procedures and statutory requirements for appeal hearings.

Knowledge of appropriate, established precedents and policies under Iowa motor vehicle laws.

Knowledge of human behavior and of effective interviewing techniques.

Knowledge of licensing and examining procedures relative to securing a driver license.

Ability to prepare and write a concise, substantiated decision based on accurate and impartial evaluation of the evidence citing the appropriate motor vehicle laws and rules.

Ability to communicate effectively, both orally and in writing, in order to relate to individuals from diverse occupational and social backgrounds in conducting hearings and in the performance of interviews and related research in order to ascertain pertinent facts and information.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Five years experience in highway safety, driver education, driver's license examining, or the conduct of Administrative hearings as a hearing officer;

OR

graduation from an accredited law school;

OR

an equivalent combination of education and experience, substituting one year or thirty semester hours of coursework in an accredited college or university with major coursework in safety education, psychology, or sociology for each year of the required experience to a maximum of four years;

OR

employees with current continuous experience in the state classified service that includes the equivalent of four years of full-time experience as a Driver's License Examiner shall be considered as qualifying.

NOTE:

Applicants must possess or be able to immediately obtain a valid driver's license issued by the State of residence.

Effective Date: 09/12 BR